

# Los Alamos

NATIONAL LABORATORY

## Memorandum

Security & Safeguards Division  
Office

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**SUBJECT: GUIDELINES FOR THE USE OF THE NEW LANL FORM 1812 (PRE-NOTIFICATION FOR UNCLASSIFIED VISITS BY UNCLEARED U.S. CITIZENS TO SECURITY AREAS)**

The purpose of this memo is to inform Laboratory employees of an impending change to the requirements for escorting uncleared U.S. citizens into security areas. The previous process required organizations hosting an un-cleared U.S. citizen to complete the LANL Form 864 and send the form to the Badge Office for approval. In reviewing the old process we determined that the requirement to have the Badge Office approve the form was not adding any value and was in fact delaying the process. In addition, owners of the area to be visited were not being routinely notified of visitors to their areas, raising the potential for security incidents. The new procedure eliminates the Badge Office signature and places the responsibility for approving visits to security areas with the owners of those areas.

Effective 9/20/99, LANL Form 1812, *PRE-NOTIFICATION FOR UNCLASSIFIED VISITS BY UN-CLEARED U.S. CITIZENS TO SECURITY AREAS*, will replace LANL Form 864. Uncleared Laboratory employees, contractors, and visitors who are U.S. citizens can be escorted into security areas by submitting the LANL Form 1812 to the owning Division or Group of the area being visited. The owners of the area to be visited must review the request and concur with the visit by signing the LANL Form 1812. **Group Leader or above are required to use the LANL Form 1812.**

The new LANL Form 1812 will not be sent through the Badge Office for approval. The form is similar to the LANL Form 864 and is self-explanatory. Group Leader or above signature is required on the LANL Form 1812. The attached process flow chart lists some basic requirements on the part of host organizations. If met, they should aid in avoiding inconvenience to the host and escorted individual(s) and eliminate the possibility of security violations.

- Use the on-line Acrobat pdf forms available from the Laboratory's Web site. If the copy is illegible then the visit will be delayed. Please do not reduce the size of the forms - makes it very difficult to read.
- The copy of LANL Form 1812, must be signed by the hosting organization (Group Leader or above signature is required on the LANL Form 1812). If the area being visited is owned by another Division or Group then that Division or Group being visited should assist in coordinating with the ProForce for ease of access into the security area.

**Note:** This is a change from the old procedure when the LANL Form 864 went through the Badge Office from the user and forwarded to the ProForce.

- The security post through which the uncleared individual will pass must be specified. If the number on the LANL Form 1812 is incorrect; the uncleared individual will not be permitted into the security area.

For assistance in determining current security post numbers, contact the Badge Office Web page. The LANL Form 1812 is valid for 90 days.

- If you make changes to the LANL Form 1812 please make sure you have coordinated them with the appropriate point-of-contact. **Under no circumstances may visitors be added to an already coordinated and signed form.** Any changes that alter the original request for the following: area, facility, building, room being visited, adding a visitor or escort must be worked again with the coordination point-of-contact and a new form completed. If a new form is required, please note that on the new LANL Form 1812 stating that it replaces one previously submitted. This will help lessen confusion at the security post with duplicate visit requests.
- Escorts and their host organization are responsible for the unescorted visitor while in the security area at all times.
- Neither S-2 nor the PTLA security personnel are in a position to authenticate coordination signatures or determine that the individual was authorized or delegated to sign. This is the responsibility of the organization submitting the request.
- When taking an uncleared visitor into a security area that is under the jurisdiction of others, the LANL Form 1812, must be handcarried by the escort and contain the coordination signature of a person with authorized responsibility for that area (Group Leader or above). If there are specific administrative escort procedures for the area being visited the escort must follow those procedures and any additional requirements levied by the area being visited. Existing procedures for areas must be provided to S-2 for distribution lab-wide. If these are currently accessible via the web, please notify S-2 so a URL link can be established to assist in the escort process.

We ask for your cooperation in implementing this new form. If you have any problems we are available to assist. Please call Sharon Daly at 665-7281 or e-mail ***daly@lanl.gov***.

Cy:  
S-DO File

## Visits into Security Areas by Uncleared US Citizens

### **Procedure:**

- Change form number and name - **Pre-Notification for Unclassified Visits by Uncleared U.S. Citizens (LANL Form 1812)** (PDF)
  - Provide all information requested
  - Use security post numbers
  - Include all applicable signatures on the form (approval by Group Leader or above); the official approving the request must sign and date each attachment page
  - If the uncleared individual is being escorted into an area not under your group's jurisdiction, a coordination signature must be obtained from those with responsibility for that area – the Division or Group Leaders of area being visited
- An approved LANL Form 1812 is valid only for the dates specified
  - The maximum period covered by one LANL Form 1812 is 90 days.
  - There is no limit to the number of times a person may be escorted into a security area during the period of coverage.
- Changes to LANL Form 1812 must be coordinated with groups being visited
  - If the visit is outside of your group's area then the changes must be re-addressed with the appropriate organization point-of-contact for the area being visited.
  - Changes that require update to organization point-of-contact are:
    - Addition of technical areas, buildings, rooms;
    - Extension of end dates for visit;
    - Addition/deletion of uncleared individuals;
    - Addition/deletion of escorts;
    - Any extension of the end date after the original end date has passed or such that the period of validity of the coordinated requests will become more than 90 days.
- At the time the individual(s) will be escorted, one or more escorts comes to the primary access point for the security area with the uncleared US individual(s):
  - Uncleared individual must present a valid photo ID;
  - Uncleared individual must sign-in on the LANL Visitor Log affirming citizenship as U.S.;
  - Uncleared individual will be briefed on the list of prohibited and controlled items;
  - Uncleared individual will be briefed that they and their belongings are subject to search by Protective Force personnel at any time they are in a security area;
  - The group responsible for the area will provide the appropriate Escort Required badge (ER) if the individual does not have an uncleared DOE Standard Badge or is not being issued an Uncleared U.S. Citizen Visitor Badge. The area/site specific ER badge is ordered by each Division/Group through the LANL Badge Office. The ER badges are controlled/accountable items.
- One of the above-mentioned badges must be worn at all times while in a security area.
- When the ER badge is no longer required, the escort will collect it as the visitor is escorted out of the security area.
  - At no time will the uncleared U.S. visitor be allowed to keep their badge upon departing the security area – ***even if they will be returning to the security area.***
- **Uncleared U.S. Citizens being escorted into the TA-3 Limited Area, SM-43 (Administration Building) will be met by their escorts and sign-in at the manned Protective Force access control point post (Post 412), adjacent to the Badge Office (west side). This is the only authorized entry for the Limited Area for uncleared U.S. Citizens. Attempts to sign-in personnel at one of the other manned areas are not authorized.**

### **Escort Responsibilities while Escorting an Uncleared U.S. Citizen:**

- Make sure you have the required LANL escort training and it is current.
- Have a copy of the approved LANL Form 1812 for the visit/individual being escorted.

- Verbally brief the uncleared individual on the prohibited and controlled articles. Tell them that these articles are not authorized in security areas. Ask if they have any of these items. Inform them that they and their belongings are subject to search by Protective Force personnel at any time while they are in the security areas and upon exit.
- Ensure that all classified matter is properly protected and inaccessible to visitors.
- Maintain visual and/or verbal contact at all times.
- Make appropriate announcements and post appropriate signs to alert others in the area of the presence of an uncleared visitor.
- If applicable, observe computer security requirements developed by S-5.
- Ensure that if the individual is using a site-specific badge that is no longer needed, you as the escort collect the badge and return it to the appropriate person in your group or to the Protective Force personnel at the access control security post. (Follow the group procedures for the control of badges.)

#### **Uncleared Individual's Responsibilities:**

- Remain under constant escort at all times when in a security area. This is for your protection as well as for any material in the area.
- Wear one of the following badges at all times
  - Escort Required badge (ER)
  - Uncleared DOE Standard Badge
  - Uncleared Visitor Badge (U.S. Citizen)
- Do not bring in prohibited or controlled articles, exceptions to the controlled articles must be coordinated in advance. Your host Division or group should request exceptions in advance of the visit. Contact S-2, Security Program Team for assistance/coordination in this effort.
- Return uncleared individual's badge to the host, escort, or to Protective Force personnel as applicable.
- Follow all other instructions of the escort.

# Escort Flow Chart

